

The Maine Regional Library System

Trustee Bibliography

May 2008

The following bibliography covers board basics, library management, marketing, public relations, advocacy, building and construction projects and fundraising. These are topics that are often of interest to library board members. Most of these titles are available through the Maine Regional Library System's professional collection at the Maine State Library or your district consultant office.

- Arney, Mary. Library Boards--Who They Are and How Do They Get There? A Survey. Chicago: American Library Association, 1988. ALTA Publication # 7
- Avner, Marcia. The Nonprofit Board Members Guide to Lobbying and Advocacy. St. Paul, MN: The Wilder Foundation, 2004.
- Baughman, James C. Policy Making for Public Library Trustees. Westport, CT: Libraries Unlimited, 1993.
- Beckwith, Harry. Selling the Invisible. New York: Warner, 1997.
- Bielefield, Arlene, and Lawrence Cheeseman. Trustees, Friends and the Law. New York: Neal-Schuman Publishers, 2005.
- Block, Marylaiane. The Thriving Library: Successful Strategies for Challenging Times. Medford, NJ: Information Today, 2007.
- Brawner, Lee B., and Donald K. Beck. Determining Your Public Library's Future Size: A Needs Assessment Model. Chicago: American Library Association, 1996.
- Brophy, Peter. The Library in the Twenty-First Century. London: Facet, 2007.
- Brown, Carol R. Interior Design for Libraries: Drawing on Function and Appeal. Chicago: American Library Association, 2002.
- Bryan, Cheryl. Managing Facilities for Results: Optimizing Space for Services. Chicago: American Library Association, 2007.
- Cole, Jack. Selecting a Library Director: A Workbook for Members of a Selection Committee. Rev. ed. St. Paul, MN: Friends of the Library Development and Services Library, 1992.

- Crowther, Janet L., and Barry Trott. Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations. Westport, CT: Libraries Unlimited, 2004.
- Dahlgren, Anders. Planning the Small Library Facility. 2nd ed. Chicago: American Library Association, 1996.
- Daubert, Madeline J. Financial Management for Small and Medium-sized Libraries. Chicago: American Library Association, 1993.
- Davies, Jeanne. Major Duties, Functions and Responsibilities of Public Library Trustees: An Outline. Chicago: American Library Association, 1988. ALTA Publication # 8
- de la Pena, Kathleen. A Place At the Table. Chicago: American Library Association, 2000.
- Dropkin, Murray, Jim Halpin, and Bill La Touche. The Budget-Building Book for Nonprofits: a Step-by-Step Guide for Managers and Boards. San Francisco: Jossey-Bass, 2007.
- Dudden, Rosalind F. Using Benchmarking, Needs Assessment, Quality Improvement, Outcome Measurement and Library Standards: a How-to-Do-It Manual. New York: Neal-Schuman Publishers, 2007.
- Espy, Siri N. Marketing Strategies for Nonprofit Organizations. Chicago: Lyceum, 1993.
- Fisher, Patricia H., and Ellen G. Miller. Library Board Strategic Guide: Going to the Next Level. Lanham, MD: Scarecrow Press, 2007.
- Geddes, Andrew, and James Hess. Securing a New Library Director. Chicago: American Library Association, 1985. ALTA Publication # 1
- Grace, Kay Sprinkel. Fundraising Mistakes That Bedevil All Boards (And Staff Too): A 1-Hour Guide to Identifying and Overcoming Obstacles to Your Success. Medfield, MA: Emerson & Church, Publishers, 2004.
- Graham, Warren Davis. Black Belt Librarians: Every Librarian's Real World Guide to a Safer Workplace. Charlotte, NC: Pure Heart P, 2006.
- Henry, Rene A. You'd Better Have a Hose If You Want to Put Out the Fire. Windsor, CA: Gollywobbler Productions, 2000.
- Hopkins, Bruce R. Nonprofit Law Made Easy. Hoboken, NJ: John Wiley & Sons, 2005.

- Ihrig, Alice. Public Relations as a Library Trustee's Responsibility, Not New--Just Different. Chicago: American Library Association, 1990. ALTA Publication # 10
- Kennedy, James R., Lisa Vardaman, and Gerard B. McCabe, eds. Our New Public, a Changing Clientele: Bewildering Issues or New Challenges for Managing Libraries? Westport, CT: Libraries Unlimited, 2007.
- Kissman, Katha. Taming the Troublesome Board Member. Washington, D.C.: Boardsource, 2006.
- Larson, Jeannette, and Herman L. Totten. Model Policies for Small and Medium Public Libraries. New York: Neal-Schuman Publishers, 1998.
- A Library Board's Practical Guide to Finding the Right Director. Chicago: American Library Association, 2005.
- Lushington, Nolan. Libraries Designed for Users: a 21st Century Guide. New York: Neal Schuman Publishers, 2002.
- Lushington, Nolan. Libraries Designed for Kids: Bricks, Mortar, Memories, and Magic! Create Children's and YA Spaces That Work and Welcome Youth into the World of Knowledge. New York: Neal-Schuman Publishers, 2008.
- Maine Public Library Standards: Achieving Quality Public Library Service in Maine. Augusta, Maine: Maine Library Association, 2007.
- Manley, Will. For Library Directors Only: Talking About Trustees. & For Library Trustees Only: Living with Your Director (2 books in 1). New York: McFarland & Company, 1993.
- Matthews, Joseph R. The Evaluation and Measurement of Library Services. Westport, CT: Libraries Unlimited, 2007.
- McCarthy, Richard C. Managing Your Library Construction Project. Chicago: American Library Association, 2007.
- McLeish, Barry J. Successful Marketing Strategies for Nonprofit Organizations. New York: John Wiley & Sons, 1995.
- Minow, Mary, and Thomas A. Lipinski. The Library's Legal Answer Book. Chicago: American Library Association, 2003.
- Moore, Mary Y. The Successful Library Trustee Handbook. Chicago: American Library Association, 2005.

- Nelson, Sandra. The New Planning for Results: a Streamlined Approach. Chicago: American Library Association, 2001.
- Nelson, Sandra. Managing for Results: Effective Resource Allocation for Public Libraries. Chicago: American Library Association, 2000.
- Office Of Intellectual Freedom, comp. Intellectual Freedom Manual. 7th ed. Chicago: American Library Association, 2006.
- Panas, Jerold. Asking: A 59-Minute Guide to Everything Board Members, Volunteers, and Staff Must Know to Secure the Gift. Medfield, MA: Emerson & Church, Publishers, 2008.
- Panas, Jerold. The Fundraising Habits of Supremely Successful Boards: A 59-Minute Guide to Assuring Your Organization's Future. Medfield, MA: Emerson & Church, Publishers, 2006.
- Pantry, Shiela. Managing Stress and Conflict in Libraries. London: Facet, 2007.
- PLA Handbook for Writers of Public Library Policies/PLA Policy Handbook Committee. Chicago: Public Library Association, 1993.
- Prentice, Ann E. Financial Planning for Libraries. 2nd ed. Metuchen, NJ: Scarecrow Press, 1996.
- A Questionnaire to Evaluate Your Library and Library Board. Chicago: American Library Association, 1988. ALTA Publication # 9
- Reed, Sally Garner. Saving Your Library: a Guide to Getting, Using and Keeping the Power You Need. Jefferson, NC: McFarland Company, 1992.
- Rounds, Richard S. Basic Budgeting Practices for Librarians. 2nd ed. Chicago: American Library Association, 1994.
- Rubin, Renee. Avoiding Liability Risk: an Attorney's Advice to Library Trustees and Others. Chicago: American Library Association, 1994.
- Russell, Bailey D. Transforming Library Service Through Information Commons. Chicago: American Library Association, 2008.
- Sannwald, William W. Checklist of Library Building Design Consideration. Chicago: American Library Association, 2001.
- Short, Jack (John T.). Library Trustee Guidelines. Avon, CT: Consultant Publications, 1994.

- Siess, Judith A. The Visible Librarian: Asserting Your Value with Marketing and Advocacy. Chicago: American Library Association, 2003.
- Stern, Gary J. Marketing Workbook for Nonprofit Organizations. St. Paul, MN: Amherst H. Wilder Foundation, 1990.
- Stoesz, Edgar. Common Sense for Board Members. Good Books, 2001.
- Stoesz, Edgar. Doing Good Better: How to Be an Effective Board Member of a Nonprofit Organization. Good Books, 2001.
- Stoller, Irene Gitomer, and Charles E. Reid. Library Trustees and Personnel. Chicago: American Library Association. ALTA Publication # 5
- Swan, James. Working Together: a How-To-Do-It Manual for Trustees and Librarians. New York: Neal-Schuman Publishers, 1992.
- Trustee Handbook. 4th ed. Augusta, Maine: Maine Library Trustee Association, 2003.
- Underhill, Paco. Why We Buy: the Science of Shopping. New York: Touchstone, 1999.
- Van House, Nancy A., Mary Jo Lynch, and Charles R. McClure. Output Measures for Public Libraries. 2nd ed. Chicago: American Library Association, 1987.
- Van Zandt, Nancy Patton, ed. Personnel Policies in Libraries. New York: Neal-Schuman Publishers, 1980.
- Wallace, Linda. Libraries, Mission, and Marketing: Writing Mission Statements That Work. Chicago: American Library Association, 2003.
- Woodward, Jeannette. Countdown to a New Library: Managing the Building Project. Chicago: American Library Association, 2000.
- Woodward, Jeannette. Creating the Customer-Driven Library: Building on the Bookstore Model. Chicago: American Library Association, 2004.
- Yaverbaum, Eric. Public Relations Kit for Dummies. New York: Wiley, 2001.
- Young, Virginia C. The Trustee Handbook: a Practical Guidebook. 5th ed. Chicago: American Library Association, 1995.
- Young, Virginia G. The Trustee of a Small Public Library. Chicago: American Library Association, 1992.

Useful Web Resources

American Library Trustee Association

<http://www.ala.org/ala/alta/alta.cfm>

Maine Library Trustee Association

<http://mainelibraries.org/committees/Trustees/trustees.htm>

Friends of Maine Libraries

<http://www.friendsofmainelibraries.org/>

Maine State Library

<http://www.maine.gov/msl/>

The Trustee Directory

<http://www.maine.gov/msl/libs/directories/trustees.htm>

Maine Public Library Statistics

<http://www.maine.gov/msl/libs/statistics/>